

JOB DESCRIPTION

Job Title: Accounts Assistant – Export Documents
Reporting to: Assistant Finance Manager
Team: Finance

About London Chamber of Commerce and Industry

London Chamber of Commerce and Industry (LCCI) is the voice of London business and the premier sounding-board for engagement with businesses in the capital. As the capital's largest independent business network, we enable businesses to work together in order to prosper individually and contribute to the collaborative economy of London, and ultimately to that of the UK.

We help to create and maintain London's position as the world's most dynamic, connected, equitable and sustainable city in which to work, live, and visit. We promote and support London not just as a large full-spectrum economy and as capital of the UK, but as a global city responsible for the defense of free and fair trade and the promotion of peace.

About the team

The Finance team consists of the Finance Manager, Assistant Finance Manager, and three Accounts Assistants with individual responsibilities for Export Documents, Sales Ledger and Purchase Ledger.

Purpose of the role

We are looking for an enthusiastic, motivated individual who is looking for a career in Finance.

To handle the processing of export documents sales, various control account reconciliations, and other duties as directed by the Assistant Finance Manager. This role will be based in the London Head Office (Mon-Fri)

Key Responsibilities

- Export documents processing (50%)
- Other duties (50%)

Specifically, these include:

Export Documents

- daily verification and processing of all Export Documents income
- processing associated payments to relevant parties on a nightly/weekly basis
- monitoring the Chamber bank accounts to identify receipts for Carnet business (security deposits and HMRC transfers)
- maintaining and developing systems used to control income streams and assist month-end review process
- reconciling the balance sheet accounts associated with Export Documents
- assist in improving controls and procedures to ensure accurate reporting of performance and safe custody of assets

Reporting and Administration

- continually reviewing and developing processes to improve efficiency, safe custody of assets and communication of information to relevant parties

- maintaining control accounts and reports to ensure income streams are identified in an efficient manner
- periodically reconciling and correcting account balances. For internal control purposes these will usually relate to other areas of the team's processes (segregation of duties)
- reporting regularly to the Assistant Finance Manager on income stream performance, liaising with relevant teams to identify reasons for trends
- assisting in the analysis and review of any project-based development
- Gain a clear understanding of all areas of finance

General Responsibilities

- Resolve service delivery issues and complaints quickly and effectively in accordance with Chamber policy, recommending improvements and escalating where appropriate.
- Ensure processes and activities are fully compliant with Chamber protocols and legislation including data protection and marketing communications.
- Reflect the LCCI's values, demonstrating high levels of professional performance and behavioural standards, always seeking continuous improvement
- Demonstrate flexible and adaptable approach to business needs at any given time
- Contribute to a motivated, respected and highly knowledgeable team of professionals focussed on overall success of the team and the Chamber
- Undertake any other duties as requested by the Assistant Finance Manager

Person Specification

Qualifications and Education

- Core education
- Ideally 1-2 years relevant finance work experience AND/OR at early stages of studying Accountancy qualification

Experience

- Proven experience of working without close supervision

Skills and abilities

- Experience of management accounting techniques and reconciliations
- Strong interpersonal skills with good oral and written communication
- Ability to develop good working partnerships with customer base
- Strong attention to detail
- Time management and prioritisation
- Strong organisational and administration skills
- Team working with ability to be autonomous and task-focused
- Drive and pro-activity to develop controls and working practices
- Proficient with Microsoft Office, particularly Excel spreadsheets and Word documents

Mindset for success

- Ability to work with multiple teams with a wide range of competencies and approaches

Desirable

- Skills in the implementation of changes to systems, controls and procedures
- Knowledge of not-for-profit, membership organisations
- Knowledge of Microsoft Dynamics GP/Business Central and CRM